



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KY VETERANS CENTER ADMINR II

Job Number: 20001858

Job Code: 96780V161016

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 11/16/1990

Job Revised: 10/16/2016

Grade: 20 Salary (MIN - MID):

\$32,018-\$42,418 - Hourly

\$5,202.94-\$6,892.94 - 37.5 Hr. Monthly Salary

\$5,549.80-\$7,352.46 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages all administrative programs, both medical and non medical services, and staff of a Kentucky Veterans' Center with 200 or more beds; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of experience working within a healthcare field to include three years of supervisory experience in the management of a hospital, long-term care facility or healthcare operation.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed as a Nursing Home Administrator by the Kentucky Board of Licensure for Nursing Home Administrators as required by KRS 216A.030 and KRS 216A.080 and defined by 201 KAR 6:020. <http://162.114.4.13/KRS/216A00/080.PDF> <http://www.lrc.state.ky.us/kar/201/006/020.htm> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides general direction over all operational programs and administrative support areas of a Kentucky Veterans Center with a budget in excess of 12 million dollars. Directs, assigns and evaluates the work performance of subordinate professional and clerical employees engaged in programmatic and administrative responsibilities. Coordinates and oversees the development and implementation of policies and procedures for each discipline or department as they pertain to state and federal regulations to include: Nursing, Pharmacy, Activities, Physical Therapy, Social Services, Medical, Food Service, Maintenance, Housekeeping, Laundry, Day Care, etc. Ensures that patients' rights are protected to include the opportunity for patient input and notification of action taken by staff in the patient's behalf. Monitors and otherwise maintains a Quarterly Reporting System for all activities. Ensures that legal guardianship responsibilities are provided to each patient under care. Ensures that all social service staff have the necessary professional/technical certification that is required by law. Supervises and assures the effective functioning of the committees required by the state and federal regulating agencies which include Pharmacy, Infection Control, Admissions, Evaluation, Dietary, Safety, Patient Care, etc. Oversees the development and operation of personnel which includes labor relations, hiring, disciplinary actions, employee evaluation and development. Oversees the preparation of the budget and monitors the fiscal management of the facility.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.